

Guardianship Program Rules

205 Procedure for Approval of Continuing Education Activities

205.1 An active Guardian or sponsoring agency desiring approval of a continuing education activity shall submit to the Committee all information called for by the Continuing Education Activity Credit Approval Form at least 30 days prior to the date scheduled for the class, along with a credit approval fee. If filed less than 30 days before the activity, the applicant must pay a late credit approval fee. Applications for retroactive approval will be considered if submitted with all the information required by the Continuing Education Activity Credit Approval Form within 30 days of the continuing education activity and with the late credit approval fee. The credit approval fee may be waived, upon request, for court-sponsored training that is designed specifically for guardians. All fees shall be published annually by the Certified Professional Guardian Board no later than September 1 of the preceding year. (Revised 4-9-12)

205.2 Approval shall be granted or denied in accordance with the provisions of Regulation 207 herein. Upon approval of the activity, a list of Guardians will be provided to the class sponsor if requested in the initial application, along with written acknowledgment of approval.

205.3 As to a course that has been approved, the sponsoring agency may announce, in informational brochures and/or registration materials: "This course has been approved by the Continuing Education Committee of the Professional Guardian Certification Board for hours of credit." Sponsors may also delineate as between general, ethics and emerging issues credits in their promotional materials. (Revised 4-9-12)

205.4 On the date of the continuing education activity, the sponsoring agency shall give a copy of the Guardian course approval form to each Guardian attending.

205.5 No later than 30 days following the activity, the sponsoring agency must send the attendance list to the AOC, along with a copy of the completed evaluation. Materials distributed at the activity shall be available to the AOC upon request.